

December 21, 2018

TO: ALL OFFERS

FROM: Vicki Macklin
Support Services Administrator

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSALS - CONTRACT NO. STA19101-SPEC_MOVE,
Specialty Moving Services

ADDENDUM #2 – Q & A

Pre-Bid Meeting Questions

Archaeology

1. Item #5 – are you interested in a break-away crate for this?
 - A. Yes, interested in a crate that will allow for removal of sides for jar removal. Cannot lift jar out of a four sided crate.
 - B. Need break away crate for Item #3 Ship's Bell.
2. Item #37 - Was the mill stone moved in this crate?
 - A. Yes, it was moved in the crate and can be moved in this crate.
3. Are the cannon balls to be moved?
 - A. No
4. Item #33 - Will the anchor be moved to this building – Tudor II?
 - A. No, the anchor will need to be moved from the Exhibits Lab.
5. Item #32 - What are the weights of the cannons?
 - A. 14 carronades (including the cradle, each weigh approximately 1,700 lbs.
 - 2 long cannon (including the cradle, each weigh approximately 2,900 lbs.
6. Archaeology, Tudor 1, item #1 – is everything on the wooden cart being moved
 - A. Yes, there are 84 pieces on the assemblage/cart that needs to move as one unit. Possible shrink wrap.

Collections

7. Item #7 - Are the sizes or measurements supplied for art work confirmed?
 - A. Yes, if the sizes change this could result in a price negation with contract

8. Item # 7 - Are the measurements provided for the artwork the size of the frame or the canvas?
 - A. Should be the frame

9. Item #7 - Is the artwork on the 2nd Floor of Tudor I included in the count to be moved?
 - A. Yes, artwork in Tudor I, 2nd Floor will be part of this contract. Small fence near the desk area.

10. Item #9 - Is the rubber wheel on the bicycle detached?
 - A. Yes, it appears to be held in place by zip ties.

11. Item #9 - What are the dimensions of the bike (on ceiling)? Is rubber separate?
 - A. 64L x 24W x 52H

12. Item #10 - Will boxes for ceramic and glassware need stabilization?
 - A. Objects will be boxed by DHCA prior to move. No additional stabilization will be needed.

13. Item #10 - When ceramics and glass are housed on the 2nd floor of Tudor I, will they need to be moved from upstairs?
 - A. Yes

14. Item #11 - Are the saw horses holding the 5 saddles moving?
 - A. No—please devise a method for transport and storage.

15. Item #11 - There is a fifth saddle to be moved, will dimensions be provided?
 - A. 12L x 22.5W x 34H

16. Item #13 – is the ship and artwork stabilized into the case?
 - A. Ship and artwork appear to be stable, but needs to be verified with contracted vendor prior to move.

17. Item #25 - Are the legs behind the grand piano?
 - A. Yes, pedals, legs and the top covering the sounding board are behind the grand piano.
 - B. The grand piano is a player piano.

18. Item #30 – Victor Records Boxed - Are the boxes of records in this room, going to be moved?
 - A. There are 28 record storage boxes in Tudor II to be moved.
 - B. There are 41 record storage boxes and 12 cylinder boxes in Tudor I to be moved.

19. Item #35 - Is everything in the room (Room 24 – Victrolas) going to be moved?
 - A. No, horns and Victrolas only.

20. Item #35 - What are the weights of the Victrolas?
A. Table models: 15-55 lbs.
B. Floor models: 75-100 lbs.
C. Console models: up to 300 lbs.
21. Item #36 - Will the mirror at Tudor III be moved to this building – Tudor II?
A. Yes, the mirror will be moved from Tudor III to Tudor II.
22. Item #36 - Does the mirror need an enclosed crate?
A. Yes, there needs to be a stable and safe box or crate.
23. Item #36- Is there mercury in the large mirror (Hall House)?
A. No, only silver.
24. Item #36- What is the depth of the large mirror?
A. 6”
25. Is the art in the Victrola Room part of the contract?
A. No, none of the art in Tudor II is part of the contract.
26. Item #29 - Will the spacesuit be moved with the mannequin?
A. DHCA need proposals on moving as is and with no mannequin—needs to be stabilized either way. Must be moved and stored in permanent standing position.
27. Item #30 - Will there be specialist handlers required for the sleeving and boxing of Victor records?
A. Yes this is necessary. DHCA will supply the materials.
28. Item #30 - Will an exported list of all Victor Records be available prior to move?
A. Yes- an excel document can be provided. May be some inconsistencies.
29. Item #30 - Will Victor Records that are boxed remain in boxes?
A. Yes

Procedural

30. Will the shelves already be assembled when objects move in?
A. Yes
31. Will there already be Volara on the shelving?
A. Yes, on shelves where objects will not be in boxes.
32. In what order will objects be moved by the various movers? And in turn, will that make space with tables for rehousing and packing objects?
A. Schedule will be determined with the all movers prior to start and space will be provided for packing and rehousing.

33. Will there be space to store equipment and pack objects?
- A. Yes, there will be staging area for contracted firm's equipment, supplies can be kept on site for the duration of the move. All supplies must be removed promptly upon completion of move.
34. How will objects be tracked in and out of the buildings?
- A. Details to be finalized and determined with the awarded vendor, but anticipate the following components:
 - B. Vendor will develop barcoding system for the move. Vendor will print and attach barcodes.
 - C. Will track individual objects and DHCA boxed pieces as units.
 - D. With barcoding and requested packing condition issues discovered at this time will be addressed with DHCA Staff.
 - E. Vendor will coordinate with DHCA the movement of objects into packing system for placement in trucks.
 - F. Vendor will coordinate with DHCA the transport to the new facility.
 - G. Vendor will coordinate with DHCA the unpacking and population at the new facility.
35. Will the vendor be required to track using barcode?
- A. Refer to Question #35.
36. Do you want a registration person from the contracting firm?
- A. No, DHCA will use existing staff.
37. Are there loading docks in the old and new buildings?
- A. Yes, available in Tudor I and Tudor II, no at the Exhibits Lab. Will need lift gate.
38. Existing loading dock locations?
- A. There are uncovered loading docks at both at grade and in ground at both Tudor I and Tudor II.
39. What is the loading dock like at the new facility?
- A. Loading dock is currently in the design phase.
40. Are there ramps here and at the new facility?
- A. Yes, portable diamond plate ramps are available.
41. Is repopulation of the collections part of this contract?
- A. Not at this time.
42. How are the objects condition being verified?
- A. See question #63
43. What is the anticipated timing of the move?
- A. Looking at early October 2019, however could be sooner/later depending on when DHCA receives the Certificate of Occupancy for the new building. Schedule to be determined with awarded vendor.

44. Will awarded vendor be able to have a site assessment of the new property prior to move?
A. Yes
45. How many DHCA staff will be available during the move?
A. DHCA expects six staff members to coordinate with awarded vendor on the move.
46. Can an electronic version of the pricing spreadsheet be submitted?
A. Yes, it will be a requirement of the Bid. See Section IV, B. 2. Proposals.
47. Do you anticipate having State Movers and Specialty Movers move objects at the same time?
A. No, schedule to be determined with vendors.
48. Will artifacts need additional housing for movement?
A. Refer to spreadsheet, yes some will.
49. Is the contractor placing the moved artwork on the new art racks?
A. Yes

Questions Submitted by December 14, 2018 at 4:30

Section II. Scope of Services. First Paragraph. Page 2:

“All items need to be verified and checked out of Past Perfect prior to move, when arriving at destination items will be verified by DHCA staff for accountability and inspected for damage prior to rehousing to desired location. Items will then be checked back into Past Perfect.”

50. How much of the collection is already tagged with an accession number, how much will be tagged by the time the specialty movers arrive to begin packing, and will a second set of registration tags be available for the pack out, ideally to be used on a packed conveyance?
A. All items that can be tagged with an accession number will be tagged prior to move. Registration tags for the pack and move will be coordinated with the awarded vendor. Vendor will supply the move tags in coordination with DHCA staff.
51. What is the format of your registration system? I.e. Numbers written directly on objects, hang tags, bar codes, etc.
A. All of the above. Various by object type.
52. Is there an anticipated difference regarding registration for objects that are already packed, i.e. packed by the State of DE, vs items that are packed by the specialty vendor.
A. DHCA would have contents of boxes by the State of Delaware. The vendor would need to provide registration and tracking for the boxes packed by awarded vendor.
53. Is anything to be packed and delivered from the Exhibits Lab that was not on the tour?
A. The only item to be packed and delivered is the anchor as shown in the packet of material handed out at the pre-bid meeting.

54. If additional registration services are to be sought out, will the DHCA issue an RFP for additional services?
A. No, DHCA would negotiate for needed professional services with the awarded vendor.

Section IV. Item 18 and 19 of pg. 10:

“18. State’s Right to Award Multiple Source Contracting

Pursuant to 29 Del. C. § 6986, the State of Delaware may award a contract for a particular professional service to two or more vendors if the agency head makes a determination that such an award is in the best interest of the State of Delaware.

Potential Contract Overlap

Vendors shall be advised that the State, at its sole discretion, shall retain the right to solicit for goods and/or services as required by its agencies and as it serves the best interest of the State. As needs are identified, there may exist instances where contract deliverables, and/or goods or services to be solicited and subsequently awarded, overlap previous awards. The State reserves the right to reject any or all bids in whole or in part, to make partial awards, to award to multiple vendors during the same period, to award by types, on a zone-by-zone basis or on an item-by-item or lump sum basis item by item, or lump sum total, whichever may be most advantageous to the State of Delaware.”

55. Will there be space provided for the specialty moving service packing team to do the work, i.e. pack items, store empty conveyances and stage packed items waiting to be shipped out?
A. Space will be provided within reason for empty conveyances during the move. All material should be removed promptly upon completion of task/project.

56. Will the specialty moving service team have to share workspace and/or dock space with the state contracted movers or other vendors? Can exclusive use of the dock and warehouse be guaranteed for the specialty movers once the contract is awarded?
A. It is anticipated that one firm will be on site at a time. To be coordinated and scheduled with all vendors.

Section IV. PG. 12. First section of Criteria:

“The qualifications and experience of the persons to be assigned to the project. Project manager is required to have a Bachelor’s degree in studio art, architecture, museum studies or art related field.”

57. How shall the qualifications, specifically earned degrees vs. completion of similar projects be furnished as part of our proof of experience? When would you like our formal documents related to these issues?
A. All material documents of experience, degrees and similar project must be detailed and submitted with the bid documents by the date due, January 8, 2019, 1:00 pm. Local time. Any bid or bid material delivered after that time will not be accepted or reviewed.

Appendix A. Pg. 42 and 43 Section C. Paragraph three:

“Loss or damage that occurs during shipping, prior to the order being received by the agency at the delivery location, is the vendor’s responsibility. All items should be properly packaged and prevent damage during shipping.”



58. What level of awareness does the DHCA have of the objects that present stability issues? Namely the bicycle tires, cannons, and cooerage. Are condition reports being completed on the entire collection?
- A. Condition reports completed by DHCA staff available to specialty mover except for the following collections: Victor Records, Cylinders, All DHCA Boxed Ceramics/Glass in Tudor I, 1st and 2nd Floors.
 - B. Video Condition Reports will be completed on the Victor machines and Horns.
 - C. Framed Art: All unstable framed artwork will be tagged by DHCA staff for review prior to moving.
59. Is the DHCA requesting additional Fine Arts Insurance for the collection move?
- A. DHCA has prepared Addendum #1 to the RFP, which changes the Insurance Requirements needed by the awarded vendor. The awarded vendor will be responsible for any damage to collection through the insurance policy acquired by the vendor for this RFP.
60. The Attachment 9, do I need to fill out the names of staff when sending in the proposal or is selected in the proposal or if selected as the contract winner, I can provide that information by June 1, 2019 according to the RFP instructions.
- A. Only the awarded contracted vendor will need to supply Attachment 9 by June 1, 2019.
61. Just a reminded to provide weight of the bulky items if you have them. The question was raised during the bid meeting and I was hoping it would be included in the spreadsheet you send to assist with pricing.
- A. Weight of cannons is provided in Question #5 and weight of Victrolas is provided in Question #20.

DHCA would like to add three additional items to the contract.

- Item #8 – Wall Clock
- Item #11 - Saddle
- Item #13 - Model Ship

An updated Pricing Spreadsheet and Artifact/Collection Spreadsheet along with pictures will be sent to the vendors who attended the Pre-Bid Meeting.

All other terms and conditions remain the same.

If you have any questions, please contact me at (302) 736-7405, Vicki.Macklin@state.de.us